

# Stationery Stores

**Mission.** The mission of the Stationery Stores Fund is to provide office supplies, microfilming, copiers, copying, courier and outgoing mail services and printing services quickly, efficiently and economically to all City departments.

**Overview.** To insure the most cost efficient delivery of services, the City has centralized printing, micrographics, copiers and office supply procurement services. Staff in the Department of Finance-Purchasing Office coordinate the services. Revenues to the Stationery Stores Fund are derived from user fees charged to City departments for actual usage.

**Finance and Operations.** Stationery Stores offers City departments a centralized source for office supplies, printing, copying and micrographics. Copiers located in City facilities are contracted and administered by Stores staff. A per copy charge is assessed to the user departments, covering all supplies, including paper and maintenance costs. Micrographics services are provided by a private vendor, coordinated by Stores staff.

Stores handles the procurement and delivery of office supplies staff, coordinating with a private supplier since 1996. The process was privatized to eliminate inventory costs for the City and provide faster, more efficient delivery of products at the lowest possible cost. Departments order from an assigned catalog, which contains a diverse range of products from paper clips to printer cartridges, most often with next day delivery.

The Print Shop provides a range of printing and copying services to City departments. In 1999, many printing functions were

transferred from Information Technology and Services (IT) to the Print Shop, a consolidation made possible by an investment in new document processing technology, including two high volume copier/network printers and one color copier. In the future, it is anticipated that Print Shop functions will continue to be integrated closely with the IT. In addition, older obsolete equipment will be re-evaluated for organizational functionality, with the expectation that increased components will eventually be privatized.



*The Print Shop uses the latest technology printers to provide printing and large copying services to City departments.*

Outgoing US mail from City departments is processed in the mail room, to ensure the lowest possible cost for first and fourth class mail. A centralized Paragon mail machine is used for bar coding and stamping.

## Stationery Stores Budget Summary

	1999 Actual	2000 Adopted	2000 Revised	2001 Adopted	2002 Approved
<b>Stationery Stores Fund Revenue</b>	<b>1,400,640</b>	<b>816,680</b>	<b>1,625,000</b>	<b>1,625,000</b>	<b>1,625,000</b>
Personal Services	173,277	173,500	175,180	180,370	186,440
Contractual Services	417,690	465,620	558,370	559,280	559,280
Commodities	117,564	180,210	180,210	181,760	181,760
Capital Outlay	329,211	0	0	0	0
Other	668,389	0	650,000	650,000	650,000
<b>Total Stationery Stores Expenditures</b>	<b>1,706,130</b>	<b>819,330</b>	<b>1,563,760</b>	<b>1,571,410</b>	<b>1,577,480</b>
Reserve	0	125,000	150,000	0	0
Revenue Over (Under) Expenditures	(305,490)	(127,650)	(88,760)	53,590	47,520
<b>Position Summary</b>					
Total full-time	4	4	4	4	4
Total part-time	0	0	0	0	0
Total FTE	4	4	4	4	4